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## 5: MEETING ROOM POLICY

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A. The York County Public Library has two meeting rooms available for public use by non-profit organizations. The Yorktown Library's meeting room seats 115 people, or 50 with tables. The Tabb Library's meeting room seats 171 people, or 80 with tables. The Tabb Library also has an additional Conference Room which seats 15. There is no fee for the use of the rooms.

### B. Availability

1. The meeting rooms are available for public gatherings of non-profit organizations; groups of a cultural, civic or educational character or entities sponsored by such organizations; or organizations whose purpose is to support the library system. The Library is unable to accommodate the use of meeting room space for events of a social or personal nature (e.g. birthdays, funerals, wedding receptions, reunions, playgroups, etc.)
2. The meeting rooms are not available for for-profit groups, money raising events, or commercial purposes, in compliance with Policy No. BP94-14 §5b of the York County Board of Supervisors: *"Uses that are extensions of a business operation (e.g., sales meetings, business seminars, etc.) shall be prohibited. No use shall involve any type of for-profit commercial activity."*
3. The meeting rooms are available for use during the Library's regular operating hours. The meeting room will not be available on county approved holidays.
4. Reservations are accepted on a first-come, first-served basis. Although every reasonable effort will be made to avoid canceling any group's previously scheduled meeting, programs and meetings sponsored by the Library or the York County Government will always take precedence.
5. Seating arrangements and set-up are the responsibility of reserving group. Groups are asked to arrive early enough to set up chairs, if necessary, and to return the room to the same arrangement it was in when they arrived.

### C. Scheduling

1. The group leader prior to the first meeting must complete a meeting room application form. Reservations for use of the rooms may be made in person at the library or by fax. APPLICATIONS WILL BE TAKEN BETWEEN THE HOURS OF 10 AM TO 5 PM, MONDAY THROUGH FRIDAY. The signature on the form indicates that he or she has read and agrees to abide by the rules governing the use of the meeting rooms. The rooms will be assigned in order of receipt of qualifying applicants.
2. Groups, other than County Government or County Government sponsored groups, may schedule one meeting per month. Groups may schedule an additional meeting the day of the last meeting. A new application must be completed with each scheduling. Groups wishing an exception to this restriction, may petition the Library Board in writing.

3. In accordance with the Library's Unattended Child Policy, children under the age of 10 who accompany adults to activities in the meeting room must be kept with the supervising adult.
4. Applicants must include the following information on the application: the name of the organization; the time, date, and site desired; the number of persons expected (no less than 10); and the name and telephone number of the person filing the application (who will be responsible for use of the room). Applicants are asked to include an alternate contact person, in case the applicant cannot be reached.
5. Applicants must request the equipment they intend to use.
6. The Library is not responsible for contacting applicants to confirm their meeting dates.
7. **APPLICANTS MUST RETURN THEIR APPLICATIONS AND SHOULD CONFIRM THEIR APPOINTMENT NO LESS THAN SEVEN DAYS PRIOR TO THEIR SCHEDULED MEETING.**
8. The Director of Library Services is authorized to deny permission to use the rooms to any group that is disorderly or objectionable in any way, or that violates the meeting room regulations.

**D. Other Regulations**

1. Food and non-alcoholic drinks may be served in the meeting rooms. Both meeting rooms have kitchen units available for group use. Please remember that the Yorktown meeting room's facilities and equipment are shared with the Library staff.
2. Children and youth groups using the meeting rooms and the Tabb conference room must have adult sponsors with them at all times.
3. All publicity for meeting dates must carry the name of the sponsoring organization. The Library cannot be identified as a sponsor, nor can the publicity list the Library's phone number. Library addresses and telephone numbers must not be listed or used as the official address of an organization of a group using Library meeting space.
4. Publicity materials promoting an activity in the meeting room may not be placed in the library without the permission of the Director of Library Services. The fact that a group is permitted to use the meeting rooms does not in any way constitute an endorsement of the group's policies or beliefs.
5. The person signing the application and the organization represented shall be held financially responsible for any damage to the facility, furniture and equipment during the period of use.
6. All activities and participants must adhere to the Library rules of conduct and to York County rules and regulations, including those relating to fire prevention. Activities in the meeting rooms must not disturb other library patrons (e.g. excessive noise, aromatic foods, etc.).

*Policies of the York County Public Library System*  
**Management Policies**

7. The Library assumes no responsibility for loss, damage, or liability/injury that may arise through use of the facility. Equipment, supplies or personal effects may not be stored or left in the building before or after use of the room.
8. It is the responsibility of the group to make certain the outside door is locked when the meeting is finished.
9. Regulations pertaining to additional conditions on use of library rooms and policy concerning conduct are specified in Policy No. BP94-14 of the York County Board of Supervisors. Non-compliance with these regulations may result in forfeiture of meeting room privileges.

***Amended by the York County Library Board of Trustees July 14, 2005***